



- ☐ New Enrollment
☐ Change in Enrollment

MONROE COUNTY LIMITED USE 2016 FLEXIBLE SPENDING ACCOUNT (FSA) ENROLLMENT FORM

Birth Date: Mo Day Year			Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married		Date of Hire: Mo Day Year			Enrollment Date: Mo Day Year			Effective Date: Mo Day Year Payroll Use Only		
Name:							Social Security #:								
Street:							Email Address:								
City:				State		Zip Code:		Work Telephone:				SAP ID:			

DEPENDENTS	Name	Medical	Dependent Care	Birth Date	Social Security #
Spouse		<input type="checkbox"/>			
Dependent		<input type="checkbox"/>	<input type="checkbox"/>		
Dependent		<input type="checkbox"/>	<input type="checkbox"/>		
Dependent		<input type="checkbox"/>	<input type="checkbox"/>		

Benefit Election Options	Participation	Pay Periods	Salary Reduction Amt.
Dental/Vision/Rx (only after meeting deductible) \$2,550 maximum per plan year. I have completed 12 full months of service in order to be eligible to participate in this Plan.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	26*
Dependent Care Account \$5,000 maximum per plan year (\$2,500 if married filing separately) This plan is for eligible dependent children under age 13	YES <input type="checkbox"/>	NO <input type="checkbox"/>	26*
			\$ _____ PLAN YEAR

By enrolling in the Flexible Spending Account (FSA) I understand that:

- Any remaining balances will be forfeited 90 days after year-end.
- Claims must be submitted within 30 days from the date of my separation from employment with Monroe County (i.e. resignation, retirement, or termination) for services incurred prior to the separation date.
- Amounts allocated to Health Care and/or Dependent Care are pre-tax expenditures. Elections may not be changed during the Plan Year except for a change in family status. Money may not be transferred between options (Health and Dependent Care).
- Dependent Care expenses will be reimbursed up to the balance funded through payroll deductions. Federal form W-10 for each dependent care provider must be on file with HEG. **The Benny™ Prepaid Benefits Card may NOT be used for Dependent Care.**
- The Benny™ Prepaid Benefits Card is for use with my FSA, and I agree that I (and my dependents, if any) will use the debit card solely for its intended use. Documentation substantiating any and all of my purchases must be submitted upon request from Health Economics Group. If this card is misused in any way, it will be deactivated and it will remain my responsibility to reimburse the plan for all ineligible expenses. Further, I agree to read and to abide by all terms described in detail with materials received with my Benny™. **There is a \$10 fee for any additional cards and/or the replacement of lost or stolen cards that will automatically be deducted from my plan balance.**
- Monroe County out-of-pocket Dental Expenses will be automatically transferred to my FSA for payment to me via direct deposit. I am responsible for paying any balance due to my dentist. **The Benny™ Prepaid Benefits Card may NOT be used for Dental Expenses.**
- Reimbursement from my FSA will automatically be directly deposited into my bank account. I hereby authorize Health Economics Group, Inc. (HEG) to originate electronic credit transactions to my bank (or credit union or savings & loan) account indicated below and to credit the same to such account. If necessary, HEG may make deductions from my account for any payments credited to my account in error.

* New employees: Enrollment after the beginning of the Plan Year, pay period amounts will be prorated by the length of time remaining in the plan year

Direct Deposit Bank Information (Mandatory). <i>Must attach a voided check (NOT A DEPOSIT SLIP) if not already on file with HEG.</i> Check here if already on file with HEG: <input type="checkbox"/>	
Bank Name:	Routing Number:
Account Type: Checking <input type="checkbox"/> Savings <input type="checkbox"/>	Account Number:

Employee Signature: _____ **Date:** _____

Please return this enrollment by Friday, December 4, 2015 to:
Human Resources, Room 210, County Office Building, 39 West Main Street, Rochester, NY 14614
e-mail: hrbenefits@monroecounty.gov